

4470

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Copy 5 of 5

MEMORANDUM FOR: Finance Division, Accounts Branch

THROUGH : Monthly January 1976

SUBJECT : - Travel Claim for Period \$290.00

1. It is requested that a check in the amount of \_\_\_\_\_ be drawn in favor of \_\_\_\_\_. This payment represents reimbursement to claimant for expenses incurred and per diem accrued while in a travel status on behalf of Project Aquatone. The check should be sent to Room 516, 1717 H St., N.W. for delivery to the payee.

2. For your protection in taking this action, I certify that there is in the \$290.00 of the Project Comptroller a sufficient voucher which is consistent with Agency regulations, approved by an appropriate approving authority and certified by an authorized certifying officer in the amount of \_\_\_\_\_. This expense is properly chargeable as follows:

<u>TRAVEL ORDER NO.</u>	<u>ALLOTMENT SYMBOL</u>	<u>REL. NO.</u>	<u>CLASS</u>	<u>AMOUNT</u>
POB-DCI Proj 201556	6-1004--30-010	OEL 9999	OEL 21	\$290.00

Dr. 600.1

3. The Security Office has requested that this voucher not be released through normal administrative channels.

Authorized Certifying Officer  
Project Comptroller

- Distribution:
- 001 - Addressee
  - 3 - Voucher file
  - 4 - Proj Pers file
  - 5 - Chrono

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25